

***TECHNICAL ASSISTANCE TO SMALL FIRMS***

***SOLICITATION FOR GRANT APPLICATIONS***

***A Collaborative of  
Louisiana Economic Development  
Louisiana Recovery Authority  
The Louisiana Office of Community Development, Division of Administration***

**APPLICATIONS DUE BY:**

**December 1, 2006**

**5:00 P.M. CST**

*(late submissions will not be accepted)*

**Mail or deliver 1 original with signatures and 5 copies of Applications to:**

**Louisiana Economic Development  
1051 N. Third Street  
Baton Rouge, LA 70802**

**P.O. Box 94185  
Baton Rouge, LA 70804**

*(Electronic or facsimile copies will not be accepted.)*

**For further information, contact:**

**Patrick Witty  
Louisiana Economic Development  
(225) 342-4320  
Witty@la.gov**

The Louisiana Department of Economic Development (LED), in cooperation with the Louisiana Recovery Authority (LRA) and the Louisiana Office of Community Development (OCD), requests applications from organizations ("Providers") for the implementation of the Technical Assistance to Small Firms Program (TA). The purpose of the TA program is to provide technical assistance in areas such as business management, strategic planning, accounting, insurance, marketing, and legal to small businesses and nonprofits affected by Hurricanes Katrina and/or Rita in 2005 or to entrepreneurs wishing to start a business in the area.

Responses to this Solicitation must be received by December 1, 2006. Applications will be evaluated by a team of evaluators including representatives from Louisiana Economic Development (LED) in conjunction with the Louisiana Office of Community Development (LED) and the Louisiana Recovery Authority (LRA). LED anticipates entering into Participation Agreements with approved Providers shortly after completion of the evaluation of Applications.

Community Development Block Grant  
Technical Assistance to Small Firms  
Solicitation for Grant Applicants

## Notice of Intent to Apply

Fax form to (225) 342-6820, or email information to Patrick Witty at [Witty@la.gov](mailto:Witty@la.gov).

Name of organization: \_\_\_\_\_

Email: \_\_\_\_\_

will be submitting a for the:

Region:                    ☐ Entire Impacted Region  
                              ☐ Rita Impacted Region  
                              ☐ Katrina Impacted Region  
                              ☐ Specific Impacted Parish(es) or cities – list

\_\_\_\_\_  
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## **I. Program Purpose**

The TA program is further described in the attached Program Guidelines (certain capitalized terms as used herein are defined in the Guidelines). As stated therein and above, the program is designed to contract with community-based organizations and other service providers to deliver technical assistance to small businesses, including entrepreneurs, and nonprofits in the areas affected by Hurricanes Katrina and Rita to help stabilize and grow their businesses in a changed market environment. LED will seek Applications from Technical Assistance Providers (“Providers”), which would provide a comprehensive program to address a variety of needs of small firms and nonprofit organizations.

Technical assistance should include, but is not limited to, services such as business management, strategic planning, business plan preparation, loan application and preparation services, accounting, insurance, marketing and legal.

It is anticipated that Applications will be received from a variety of potential Program participants, and that multiple contractors will be selected to deliver services under this Program.

This Solicitation solicits information about how Respondents would implement the Program. LED will work with each participating Provider to incorporate its Application into the Participation Agreement (as described in the Guidelines), but reserves the right to require the submission of modifications or additions to Applications before any such Agreement is finalized.

## **II. Availability of Funds**

Funds for these programs will be made available from a grant to the State of Louisiana from the U.S. Department of Housing and Urban Development’s Community Development Block Grant Program. The TA program is described in the Final Action Plan Amendment Number 2 for Disaster Recovery Funds (August 18, 2006), and any amendments thereto, promulgated by LED in cooperation with LRA and OCD.

## **III. Application Requirements**

Before proceeding, carefully review the Guidelines and this entire Solicitation. Applications should conform to the Purpose and requirements of the Program as outlined in the Guidelines, as well as any additional requirements specified in this Solicitation.

Provide background on the organization, including the following (Respondents may reference and attach the organization’s business plan, annual report and other relevant literature):

1. The organization’s mission, history and corporate structure, including:
  - a) The structure of the organization (for profit or not-for profit) and its governing body (e.g., Board of Directors).
  - b) The names and qualifications of the members of any such governing body.
  - c) The organization’s current employees and their functions.
  - d) The names and qualifications of key personnel.

2. The geographic area and/or targeted populations served by the organization.
  - a) Describe in detail the organization's current small business technical assistance program.
  - b) Describe other services offered by the organization to assist small businesses and entrepreneurs.
  - c) The organization's resources and limitations.
3. A copy of the operating budget for the current fiscal year, including all projected sources of revenue and all items of expense, and showing year-to-date budget progress. Identify any sources of revenue in addition to those contemplated to be provided by the Program that could be used to fund technical assistance as defined in the Guidelines.

#### **IV. Proposed Program Focus and Coordination**

Describe the general ways that the organization would implement the TA program if selected as a Provider:

1. Describe the technical assistance to be provided and the method of service delivery. If the organization will focus its efforts on any specific types of businesses, identify the types of businesses and the rationale for such a focus.
2. Describe projected goals of the program – the number of businesses expected to serve, for how long, and expected outcomes for businesses.
3. Describe the means that the organization would use to provide support to businesses during technical assistance, including:
  - a) The outreach and recruitment to inform businesses about potential services.
  - b) The typical intake process for a business, including the assessment of service needs and the timeline for service provision.
  - c) Any referral services provided for additional business services not provided by the organization.
4. Detail the monitoring and reporting systems to be employed.
5. Describe the specific geographic areas in which the organization would provide technical assistance.
6. Identify the institutional resources that the organization would devote to the Program, including specific staff members (or position titles) and their qualifications.

#### **V. Coordinated Service Provision**

Respondent organizations are encouraged to develop partnerships with lending organizations or other technical assistance providers in order to provide the most robust set of services to businesses. If the organization does plan to coordinate its Program activities with the activities of any other organizations, its Application should identify those organizations and describe the nature of the coordination.

If the organization plans to coordinate with a group that is independently eligible to be funded as an Eligible Lender under the Small Firm Loan & Grant Program (SFLG), each group should submit separate Applications with a cover memo that details the rationale for and nature of the coordination between the Respondent organizations. Additional detail may be provided in the Guidelines.

## **VI. Other Funding**

Applicant should:

- Identify all pending proposals and applications the organization has submitted to other funding sources in connection with Hurricanes Katrina/Rita recovery, including the amounts requested and the proposed use of funds.
- Discuss the ways that the organization would utilize all such other funding in coordination with Program funding, and describe the rationale for this approach to coordination.

## **VII. Application Evaluation and Approval Processes**

The deadline for receipt of Responses to this Solicitation is December 1, 2006. LED anticipates entering into Participation Agreements with approved Providers at the completion of the evaluation period.

LED, in conjunction with LRA, will evaluate Applications and determine Program funding allocations. Applications will be reviewed to ensure that all required elements are submitted. Applications should contain:

1. A cover page (included in the Application) with contact information of Applicant and the Applicant's federal tax identification number, if applicable;
2. All items related to Organizational Background listed in Section 3, including complete annual financial statements;
3. All items related to the Applicant's technical assistance operations listed in Section 4; and
4. Program budget justifying all proposed expenditures;
5. Any other information as applicable and appropriate for the application required by LED to evaluate applications based on the weighted criteria listed below; and
6. The Respondent's institutional capacity for using Program funds effectively.

Applications will be evaluated by a team of objective evaluators. Applications will be evaluated based on the extent to which they demonstrate and/or document their congruity with the evaluation criteria. Applications scoring 80 points or higher of a total possible 100 points will be considered for funding. Awards will then be based on rank in order of scores, and fund allocation criteria. Criteria will be weighted based on preferences and priorities outlined in the Action Plan approved by the LRA and reiterated in the Guidelines. The criteria include:

- A. **Justification of need (0-15 points):** Document the anticipated demand by businesses for technical assistance services being proposed
- B. **Proposed Plan (0-45 points):**

Respondent's plan to provide technical assistance and the feasibility of that plan

- Outreach and marketing of services to businesses and nonprofits
- Assessment and service delivery process including average timeframe of service provision
- Expected outcomes of service including businesses served, services provided, jobs retained or created.

**C. Qualifications and Capacity of Organization (0-30 points)**

Capacity of the organization to fill the current and continuing needs of businesses for technical assistance, which will in part be evaluated based on the organization's experience at the time of application in actively providing technical assistance to small businesses in the Affected Area

**D. Leveraging programs and resources: (0-10 points)**

- Ability to connect the TA program with the SFLG and LRLG programs
- Ability to leverage other funding sources and service providers to provide assistance to Affected Area businesses

**VIII. Program Management, Reporting, and Monitoring**

Providers will submit to LED a list of new companies assisted and the type and amount of assistance at least twice a month.

Providers will also be required to provide a quarterly report to LED, OCD, and LRA in electronic format. This quarterly report will include the number of jobs in each position, including job titles and salaries and LMI status, created or retained by each of the businesses during technical assistance. LED and OCD will ensure that Providers comply with all applicable federal regulations including but not limited to 24 CFR 570.482. Scheduled and random monitoring visits will be made to the businesses served as well as the Technical Assistance Providers to ensure program success and correctness of information sent to LED and OCD.

Providers will maintain accurate books and records concerning the Program, including, without limitation, the following:

1. Financial records (i.e. budget, general ledger, bank statements, cancelled checks, supporting invoices, financial statements, Procurement Activity, etc.).
2. Programmatic records (i.e. documentation of Technical Assistance intake records, log-in sheets, training attendance for all recipients).
3. Any other documents that the Provider considers material to a potential audit.
4. Provider agrees to maintain all books and records for (5) years following the final close-out of the grant from HUD to OCD; provided, however, that if any litigation, claim, negotiation audit or other action involving the records has been started before the expiration of the five year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three year period, whichever is later.

5. In addition, the Provider shall allow access to all books, accounts, records, reports, files, and other papers pertaining to the administration, receipt and use of federal funds and necessary to facilitate such reviews and audits.

It is the Respondents' responsibility to ensure that all partners/consortia are in full compliance with the Agreement and Program rules, including the submission of any and all required reports and LED established guidelines and time frames. LED will also ensure that all Lenders and Eligible Businesses comply with Ethics Standards for State expenditures.

The Participation Agreement will contain further information on program reporting and monitoring.

## **IX. Additional Considerations**

By submitting its Application, each Respondent authorizes LED, OCD and the LRA to contact any and all other persons identified in its Application or in any inquiry conducted by or on behalf of LED or the State, and to obtain the release of pertinent financial and other information, as well as to obtain verification of the information provided by each Respondent.

It is contemplated that Program funds and any remuneration for contracted services will be funded in whole by Federal funds made available through HUD. Participation Agreements will therefore be subject to all applicable provisions required by HUD.

Neither LED, OCD, nor the LRA will be held liable for any costs incurred by any Respondent for work performed in the preparation and production of an Application, including any requests for additional information, interviews or negotiations; nor for any work performed prior to written authorization from LED to proceed. All Applications submitted will become the property of LED.

LED reserves the right to:

1. Reject any or all Applications received.
2. Select all, or fewer than all organizations responding to the Solicitation as part of a partnership, consortia, etc.
3. Allocate funds in any amount, depending upon the number and quality of Applications received.
4. Negotiate any element of an Application and require the submission of modifications or additions to Applications as a condition of further participation in the selection process.
5. Amend this Solicitation for Applications.
6. Amend the Program Guidelines, from time to time as necessary, during the life of the Program.
7. To be eligible to receive Program funds from LED, a Respondent organization must:
  - Be legally able to receive and use the proceeds as herein stated.
  - Meet any other requirements herein stated for the specific purpose of the Program.
  - Meet HUD requirements, including the gathering and reporting to LED of all required information, and the maintenance of all records pertaining to technical assistance provided.

## **X. Additional Submission Requirements**

One original and five copies of the Application must be received no later than December 1, 2006, sent to:

Patrick Witty  
Louisiana Economic Development  
1051 N. Third Street  
Baton Rouge, LA 70804

Or Mailing Address:

P.O. Box 94185  
Baton Rouge, LA 70804

The submission must include a cover letter signed by an individual authorized to commit the Respondent organization to the implementation of the Program, and the attached cover sheet.

**Additional information regarding this Solicitation for Applications may be obtained at the address shown above.** Although impromptu questions will be permitted and spontaneous answers will be provided during the conference call, the only official answer or position of the State will be stated in writing in response to written question.

## **XI. Application Checklist**

A *complete* original Application including the signatures of the lead workforce intermediary and the fiscal agent, and *five (5) complete* copies, must be submitted to the Louisiana Economic Development by **5:00 p.m. on December 1, 2006.**

**Incomplete Applications missing any of the required components listed below or late Applications will be disqualified for consideration.** The forms and documentation shown in the chart below are requested (in the order shown) for each original and all copies of the Application.

√	<b>Documentation and Required Forms</b>
	Cover Page
	Table of Contents
	Project Narrative
	Budget Forms
	Board Resolution, if applicable
	Assurances
	Fiscal Audit or Audited Financial Statements

***This checklist is for the applicant's use only and does not need to be submitted with the Application.***

## **XII. Required Forms and Instructions**

Applicants are required to use the cover page form and budget form for the Application. A board resolution providing signatory authority to an authorizing official is required. A template form is provided, however, applicants may use their own form of board resolution.

## **XIII. Definitions**

**Program Costs:** Costs associated with planning/facilitation of the alliance, coordination of services, recruiting, assessment and screening, training and instruction, job placement, retention, tracking of participant performance information, and employment statistics information.

**Administration:** Costs incurred by the organization for performing overall general administrative functions including accounting, budgeting, financial and cash management functions; procurement and purchasing functions; property management functions; personnel management functions; payroll functions; coordinating the resolutions of findings arising from audits, reviews, investigations, and incident reports; audit functions; general legal services; and developing systems and procedures, including information systems, required for these administrative functions; oversight and monitoring responsibilities related to administrative functions; goods and services required for administrative functions of the program, including rental or purchase of equipment, utilities, office supplies, postage and rental and maintenance of office space; travel incurred for official business in carrying out administrative activities. All administrative costs must be direct costs related to the program, and cannot exceed 10% of the total budget.

**Salaries:** Compensation for time and effort to employees. May include wages for temporary or part-time labor.

**Benefits:** Amounts paid in behalf of employees. These are fringe benefits payments that include group insurance, social security, Medicare, retirement, unemployment compensation, worker's compensation, and other employee benefits.

**Travel:** Expenses incurred while an individual is traveling in order to accomplish the goals and objectives of the grant. Examples include lodging, meals, mileage, airfare, or convention/conference fees.

**Operating Services:** Services needed to fulfill everyday functions. Examples are utilities, phone and communication services, copier services, postal services, rentals, maintenance, insurance, etc.

**Supplies:** Items that are consumed, or deteriorated through use. Examples are office supplies, computer supplies, books, and periodicals, etc.

**Professional/Contractual Services:** Any service contracted out to a vendor or provider. These may include accounting/audit services, consulting services, training providers, outreach

services, assessment services, etc. Also include any cooperative agreements with other entities, i.e. subgrants.

**Equipment:** Nonconsumable items. Examples are copy machines, computers, furniture, heavy construction machinery, medical equipment, etc.

**Miscellaneous/Other:** Goods and services not otherwise classified in the above categories.

#### **XIV. Instructions**

The **cover page** must be complete and contain all information that is requested. A contact person with the organization must be listed, and an official of the organization who has been given signatory authority must sign the cover page. The fiscal agent's Federal Tax I.D. number must be listed on the cover page.

All **budget forms** must be complete. **Any Applications submitted with an incomplete budget will be disqualified.** The budget forms are to be used to demonstrate CDBG funds only. Do not include leveraged, or in-kind funds, on the budget forms. If in-kind funds will be used, include a description in the "Strength and breadth of collaboration, and coordination of services and resources" section of the budget narrative.

The **Budget Summary Form** must be complete with the total of all program and administrative costs by budget category. The **Budget Detail Form** must include all details outlined for each budget category. Include enough information to justify each budget item, and include the full amount for the entire proposed timeframe of the grant. Details must be classified as program or administrative costs. Include calculations of how costs were estimated.

A **Board Resolution** must be included with the . Below is a template form that organizations may use for the **required** board resolution. Applicants may use their own form. Board resolutions must be signed and dated.

All applicants must sign the standard set of **Assurances**. Assurances must be signed by the official with signatory authority.

## XV. Appendices

### Cover Sheet

Technical Assistance to Small Firms Program Application			
Legal Name of Respondent (include d/b/a):			
Street Address (not P.O. Box):			
City:	State:	Zip:	Parish/County:
Phone:	Ext:	Fax:	e-mail:
Executive Director/President:			
Contact Name & Title for Application:			
Federal Tax ID # / Charity Reg. # (non-profits only):			
LA Unemployment Insurance Tax ID#:			
Form of Organization ( <i>e.g.</i> , Federal Credit Union, Micro-Loan Fund):			
Parent Organization Name (if applicable):			
Street Address (not P.O. Box):			
City:	State:	Zip:	County:
Is the Respondent currently seeking any other Louisiana State assistance?      Yes <input type="checkbox"/> No <input type="checkbox"/>			
Has the Respondent ever applied for or received prior Louisiana State funding?      Yes <input type="checkbox"/> No <input type="checkbox"/>			
If the answer to any of the above questions is "Yes", were the funds applied for or received under a name different than the Legal Name provided above?      Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please provide name: _____			

## Budget Summary Form

<b>Technical Assistance to Small Firms Program</b>
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Budget Category	Program Costs	Administration (10% limit)	Total
Salaries	\$	\$	\$
Benefits	\$	\$	\$
Travel	\$	\$	\$
Operating Services	\$	\$	\$
Supplies	\$	\$	\$
Professional/Contractual Services	\$	\$	\$
Equipment	\$	\$	\$
Other/Misc.	\$	\$	\$
Total	\$	\$	\$

**Budget Detail Form****Technical Assistance to Small Firms Program****Budget Category: Salaries****Total Amount: \$** \_\_\_\_\_**Applications shall include:**

List each position, a brief job description, and the amount paid to that position. Include the length of time that each position will be employed, and include part-time and full-time, permanent and temporary employees. State the percentage of time and effort of each position that will be charged to the grant.

**Program Costs:****Administrative Costs****Budget Category: Benefits****Total Amount: \$** \_\_\_\_\_**Applications shall include:**

List the benefits paid to each position listed in the Salaries category.

**Program Costs:****Administrative Costs:**

**Budget Category: Travel**

**Total Amount \$** \_\_\_\_\_

**Applications shall include:**

To the extent practicable, list destinations, dates, who will be traveling, why, and the amount for each trip. Include all applicable costs for each trip, including lodging, meals, mileage, airfare, conference fees, etc. Include costs for travel to Baton Rouge for at least one technical assistance meeting (date to be determined). All travel costs shall conform to state travel regulations. Travel regulations can be found at <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>.

**Program Costs:**

**Administrative Costs:**

**Budget Category: Operating Services**

**Total Amount: \$** \_\_\_\_\_

**Applications shall include:**

List each item of cost, a description and purpose of the item, and the amount for that item. Include the total cost for the duration of the program.

**Program Costs:**

**Administrative Costs:**

**Budget Category: Supplies**

**Total Amount: \$** \_\_\_\_\_

**Applications shall include:**

List each item of cost, a description and purpose of the item, and the amount for that item. Include the total cost for the duration of the program.

**Program Costs:**

**Administrative Costs:**

**Budget Category: Professional/Contractual Services**

**Total Amount: \$** \_\_\_\_\_

**Applications shall include:**

List each contractor, a brief description of the service provided, and the total cost. Include enough information to completely justify the cost of each contract. State whether the contract is a fee for service, or cost reimbursement contract. If the contract is a fee for service contract, include a brief description of deliverables and the cost for each deliverable. If the contract is a cost reimbursement contract, include a summary budget for the contract.

**Program Costs:**

**Administrative Costs:**

**Budget Category: Equipment**

**Total Amount: \$** \_\_\_\_\_

**Applications shall include:**

List each item of cost, a description of the item, the purpose of the item, and the cost of the item.

**Program Costs:**

**Administrative Costs:**

**Budget Category: Other/ Miscellaneous**

**Total Amount: \$** \_\_\_\_\_

**Applications shall include:**

List any items of cost not classified in any of the above categories. Include a full description, the purpose of the item, the cost of the item, and any information to justify the expense.

**Program Costs:**

**Administrative Costs:**

## Board Resolution Template

MEETING OF (BOARD, OR COMMISSION, ETC.)  
OF  
(ORGANIZATION'S NAME)

A meeting of the (BOARD, OR COMMISSION, ETC.) of (ORGANIZATION'S NAME) was held on (DATE), whereby a resolution was passed authorizing (NAME AND TITLE OF THE INDIVIDUAL AUTHORIZED TO SIGN ON BEHALF OF THE ORGANIZATION) by his signature, to submit this for Community Development Block Grant funds, and to enter into any and all contractual obligations on behalf of this organization.

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Secretary and/or Chairman

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Date

## **Louisiana Disaster Recovery Economic Development CDBG Program Statement of Assurances**

This applicant hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. Its chief executive officer or other officer of applicant approved by the State is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the federal courts for the purpose of enforcement of his responsibilities as such an official.
4. The community development block grant program has been developed so as to give maximum feasible priority to activities that will benefit low and moderate income families.
5. It will comply with the regulations, policies, guidelines, requirements of applicable OMB Circulars Numbers A-87, A-102, A-21, and A-122 as amended and made part of the State regulations, A-133, revised, and 24 CFR 85.36, as they relate to the application, acceptance, and use of federal funds under this part.
6. It will administer and enforce the labor standards requirements set forth in 24 CFR 570.603 and regulations issued to implement such requirements.
7. It will comply with:
  - a. Title VI of the Civil Rights Acts of 1964 (Pub. L. 88-252) as amended, and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance.
  - b. Section 104 (b) (2) of Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing. Title VIII further prohibits discrimination against any person in the sale or rental of housing, or the provision of brokerage services, including in

any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, handicap or familial status.

c. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds provided under this Part. Section 109 further prohibits discrimination to an otherwise qualified individual with handicap as provided under Section 504 of the Rehabilitation Act of 1973, as amended, and prohibits discrimination based on age as provided under the Age Discrimination Act of 1975.

d. Executive Order 11063 on equal opportunity in housing and non-discrimination in the sale or rental of housing built with federal assistance.

8. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

9. It will comply with the provisions of the Hatch Act that limits the political activity of employees.

10. It will give the State and HUD, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.

11. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify HUD of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

12. It will minimize displacement of persons as a result of activities assisted with such LCDBG funds.

13. It will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent Civil Rights demonstrations in accordance with Section 519 of Public Law 101-1448 (the 1990 HUD Appropriations Act).

14. It certifies that no federally appropriated funds will be paid for any lobbying purposes regardless of the level of government.

Signing these assurances means that the contractor agrees to implement its program in accord with these provisions. Failure to comply can result in serious audit and/or monitoring findings that require repayment of funds to the State or expending contractor funds to correct deficiencies. A training session will be held to describe these requirements to all funded applicants. Contractor staff attendance will be mandatory.

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SIGNATURE OF AUTHORIZED OFFICIAL

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TYPED/NAME AND TITLE OF AUTHORIZED OFFICIAL